

# **ANR Cooperative Extension Risk Assessment Best Practices**

## **Safety in Program Delivery**

### **A. Insurance and Liability**

1. Maintain University self-insurance program
2. Call the risk management office for help
3. Require accident and illness insurance coverage for 4-H participants
4. Require the UC waiver from program participants
5. Manage liability through agreements/waivers that pre-assign risk

### **B. Safety Plans and Training**

1. Provide safety plans, safety officer, and training at the county level
2. Provide safety materials in the 4-H and regional-level policy manuals
3. Use County Safety Officer, training resources (e.g., first aid/CPR), and county-based hazard identification plan
4. Work with EHS officer in Research & Extension Center – Administrative Offices (REC AO)
5. Use Illness Injury Prevention Program (IIPP) to identify and eliminate dangers
6. Identify high-risk activities and provide training (e.g., driver training and reviews)
7. Manage risks by applying local creativity to avoid incidence of risk (e.g., training, team projects)
8. Conduct background investigations on all volunteers
9. Train staff and volunteers about safety issues
10. Create positive dialogue and sharing about risk management issues
11. Set guidelines for chaperone ratios for events with youth to ensure adequate supervision
12. Allow flexibility in program delivery so that advisors can use their judgment on whether agreements need to be in place regarding an research activity or field day
13. Share solutions and ideas with each other across counties and regions
14. Provide regional or state-wide trainings on safety issues, preventative tailgate sessions, etc
15. Include safety issues as regular part of staff and volunteer trainings
16. Provide better training across the board on all safety issues on a regular basis, not once every 5 years
17. Provide better training for part time/summer help who use special equipment
18. Provide effective safety training for all UC activities and consultants
19. Make appropriate safety training and assessment tools available on Web
20. Require training in risk assessment for all academic and staff personnel
21. Initiate worst-case scenario planning and training

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22. Have staff that can provide risk management services and resources (e.g., training tapes, help set up training locally, hire a safety management officer)
23. Take a proactive role to ensure that every county office has an IIPP in place
24. Develop and implement a statewide ANR safety program (IIPP) in conjunction with existing county IIPPs
25. Improve coordination of IIPP responsibility to be used proactively as a training and risk prevention function rather than reactively
26. Develop agreements between UC and county government regarding implementation of IIPPs; systematically implement county and/or UC IIPP collaboration rather than let it fall to chance
27. Insist that staff work at a safe place (i.e., out of harms way)
28. Provide an all-inclusive safety checklist to make sure that appropriate training has been received by all staff
29. Create "cheat sheets" for volunteers and staff regarding what to do in case of various emergencies
30. Conduct safety reviews as part of volunteer supervision
31. Access/adopt existing safety programs and training for ANR so that these do not have to be recreated on individual local basis

### **C. Compliance with Policies and Regulations**

1. Comply with OSHA, CDFA (pesticide use) and other regulations
2. Have UC/ANR policies to limit high-risk activities
3. Use ANR policy where appropriate (e.g., use of chemicals)
4. Maintain safety records/policies in the county UCCE office

### **D. Activities & Programs**

1. Develop new projects only after appropriate risk assessment
2. Supervise high-risk activities (e.g., 8-10 hour drives for a 1-day meeting, drag-racing, shooting sports, etc.)
3. Properly implement county and/or UC IIPPs
4. Implement programs with CD and RD approval

### **E. Staff Activities**

1. Work with someone and/or with proper equipment
2. Let new staff, interns, students go out in the field only after making sure they have been properly trained
3. Properly manage high-risk activities
4. Provide administrative support and policy to the counties

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5. Check competence before letting volunteers be in charge of high-risk activities

### **F. Risk Assessment**

1. Begin risk assessment process for all UCCE programs and apply it consistently across programs/projects/delivery modes
2. Survey CE staff in counties to identify safety issues/risks so that ANR can focus on addressing major risks
3. Conduct ongoing evaluations of how well programs are being conducted
4. Develop program acceptance criteria based, in part, on risk assessment of activity

### **G. Miscellaneous**

1. Impose consequences for unacceptable behavior; e.g., sexual harassment, drunkenness
2. Develop a safety awards recognition program
3. Provide cell phone backup for those CE advisors working remotely -- some CE county offices can't afford phones in county budget and staff pay for them out of their own pockets
4. Communicate with public (including media) that safety is primary concern in youth programs
5. Inform staff of its own possible personal liability for actions
6. Provide incentives for overworked advisors to stay in better health (make time or activities available)
7. Provide risk management data/costs/trends
8. Develop an alcohol policy for serving at events where 4-H youth are present (e.g., youth should not handle alcohol)
9. Develop or clarify rules for removal of all volunteers, not just 4-H leaders